

**Minutes of Meeting
Elected Officials
September 16, 2020
9:00 a.m.**

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Assessor Bela Kovacs, KCSO Sheriff Ben Wolfinger, Treasurer Steve Matheson, Chief Deputy Prosecutor Barry Black, Human Resources (HR) Director Sylvia Proud, Civil Deputy Prosecuting Attorney Art Verharen, Finance Director Dena Darrow, Information Technology (IT) Network Administrator Grant Kinsey, BOCC Communications Manager Nancy Jones and Deputy Clerk Tina Ginorio. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 9:03 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action):**

Managed Print Services Cancellation

Information Technology (IT) Network Administrator Grant Kinsey explained that the previous maintenance contract covering all the individual laser jet printers as a group had not saved the County the expected amount of money. He said IT intended to go to individual contracts unless anyone objected. He urged anyone with concerns to contact him. He assured those present that he would consult Legal regarding the end of the old contract.

ICRMP Changes Effective October 1

Chair Pro Tem Duncan called attention to the recently received letter from ICRMP (Idaho Counties Risk Management Program) which asked that they be consulted before any “adverse employment action was taken” and that their advice be followed in such cases. She said if that process was followed, ICRMP would waive the relevant deductible, between \$3,500 and \$5,000, on the case. She remarked that the BOCC departments already did this. She said she had received the impression that the Prosecutor’s Office and the Assessor’s Office were willing to comply.

KCSO Sheriff Ben Wolfinger stated he had spoken to Jack Buell, the Chair of the ICRMP Board, about the letter. Sheriff Wolfinger said that the ICRMP Board had not been made aware of the letter before it was sent. He said he had told Mr. Buell that if they had a problem with an individual elected official or county, they should address the problem directly, not use a “shotgun” approach. He assured those present that KCSO consulted Legal on every personnel action, but voiced concern that following their procedure as described would reduce the timeliness of the action, which he felt was not good for the employee or the employer.

Chair Pro Tem Duncan responded that they were not going to issue a mandate; there would just be an incentive offered for following the procedure.

Human Resources (HR) Director Sylvia Proud confirmed that it would be optional to consult ICRMP. She said that HR would cooperate with either choice, as long as they were made aware of the preference of each Elected Official. She concluded that HR was neutral on the question but she felt it was just one more opportunity to assure that any action taken was legally sound.

Chair Pro Tem Duncan repeated that the Board would allow Elected Officials to make their own decisions on this. She said that the deductible would come from their budgets if they chose not to consult ICRMP.

Assessor Bela Kovacs suggested additional negotiations with ICRMP. He said that he wondered if departments were able to show that they were consulting Legal and following all appropriate steps before taking an action, ICRMP might still consider extending the deductible savings to that department.

Effect of COVID-19 and Job Description Project on FY23 Wage Study

Chair Pro Tem Duncan stated that County policy asked for wage studies every two to three years. She said one had just been completed last year, but with the uncertainty factor caused by COVID, she was considering starting the next one in October 2021 instead of this coming spring.

No objections were voiced to the suggestion.

Sheriff Wolfinger said that October was actually a much better time to start a wage study because all the other local public entities' budgets start in October, so more accurate wage numbers would be available.

- D. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing.

Ms. Proud said HR had a couple of announcements. First, she stated there would be no benefits fair this year, but the flu shot clinic would be held at the Administrative Building on September 30, 2020, from 8 a.m. to 12 p.m. in Meeting Room 1A. She reminded everyone that the open enrollment for January 2021 benefits would run October 1, 2020 through October 18, 2020.

E. Adjournment (Action): Chair Pro Tem Duncan adjourned the meeting at 9:21 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

LESLIE DUNCAN, CHAIR PRO TEM

BY: _____
Tina Ginorio, Deputy Clerk
